



# Maricopa County

Superintendent of Schools

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## **IMPORTANT INFORMATION ON SUBMITTING YOUR GRANT COMPLETION REPORTS** **FY2005-2006 Grant Projects**

### **A. GRANT COMPLETION REPORT SUBMITTALS**

**The completion reports for the grants with a project end date of June 30, 2006, are due at the Arizona Department of Education (ADE) by Thursday, September 28, 2006.**

In order for them to be processed by our office in time for the due date you will need to have your completion report submittals entered on-line by Friday, September 15. If the submittals are received after that date there is no guarantee it will get to the ADE by the due date of September 28, 2006.

As a reminder, the following must be completed prior to submitting your fiscal year 2005-2006 grant completion reports on-line:

- All expense and revenues have been charged, received, and posted into their appropriate grant fund accounts in your financial system. Your revenues should include the last interest apportionment through June 30, 2006, and any amended county carryovers.
- All liability accounts have been closed (no open liability account balances) in your grant fund accounts. This excludes objects 0259 and 0215 in the grant fund accounts.
- All grant fund accounts have been reconciled with our office, the Maricopa County Superintendent of Schools Office (MCSOS).
- For the applicable Visions Users, all journal entry files have been transferred to the County Visions General Ledger.
- For the applicable Visions Users, your data in your Visions system are in sync with the data in the County Visions General Ledger.

Any system issues must be addressed to the Maricopa County School Software Support Line at 602-372-4833 for explanation and resolution.

**The completion reports for the grants with a project end date of September 30, 2006, are due at the ADE by Friday, December 29, 2006 (submit on-line by December 15).**

### **B. COMMON GRANT COMPLETION REPORT DISCREPANCIES THAT WILL RESULT IN A REJECTION BY THE COUNTY**

In addition to non-compliance of the information in section "A" above, other common discrepancies are as follows:

- **The budget in your financial system is not current.** Update your budget in your financial system so that it agrees with the "Project Budget" in the Project Summary link of the ADE Grants Management Enterprise webpage at <https://www.ade.az.gov/GME/>. Applicable Visions Users: Also, ensure the budget journal entry file has been transferred to the County Visions General Ledger.

**B. COMMON GRANT COMPLETION REPORT DISCREPANCIES THAT WILL RESULT IN A REJECTION BY THE COUNTY--Continued**

- **You are over-spent in total in your grant fund account.** Your total expenditures in the grant fund account exceed your approved project budget. To reduce your grant fund expenditures reclassify them into an appropriate adjusting fund account, via a journal entry: Debit the grant fund account's cash account line and credit the grant fund account's appropriate expenditure account lines; and debit the adjusting fund account's miscellaneous expense account line with a function code between 1000 and 4000 and credit the adjusting fund account's cash account line.

Grant Fund Account

FFF.000.0000.0103.000.000.0000 \$xx.xx DR

FFF.xxx.xxxx.6xxx.xxx.xxx.0000 \$xx.xx CR

Adjusting Fund Account

FFF.000.1000-4000.6890.000.000.0000 \$xx.xx DR

FFF.000.0000.0103.000.000.0000 \$xx.xx CR

Then, ensure the appropriate Treasurer's Transfer form has been completed and submitted to the MCSOS (to the attention of Dennis Walderbach). You may contact Gloria Postgate at our office at 602-506-3979 for specific instructions, if necessary. Applicable Visions Users: Also, transfer your journal entry files to the County Visions General Ledger.

- **Your grant fund account has a negative (deficit) interest account balance:** FFF.000.0000.1510.000.000.0000 \$xx.xx DR. The ADE will not allow you to submit a negative interest balance on the ADE Completion Report system as this would reduce its remaining grant monies. To bring your interest deficit to zero charge it against an appropriate fund account, via a journal entry:

Grant Fund Account

FFF.000.0000.0103.000.000.0000 \$xx.xx DR

FFF.000.0000.1510.000.000.0000 \$xx.xx CR

Adjusting Fund Account

FFF.000.0000.1510.000.000.0000 \$xx.xx DR

FFF.000.0000.0103.000.000.0000 \$xx.xx CR

Then, ensure the appropriate Treasurer's Transfer form has been completed and submitted to our office (to the attention of Dennis Walderbach). Applicable Visions Users: Also, transfer your journal entry files to the County Visions General Ledger.

- **The "Cash On Hand"(COH) is under/overstated.** Do not include your interest earned monies or your county carryover deficit (if applicable) in the "Cash On Hand" cell of the ADE Completion Report system. The ADE's "Cash On Hand" is *not* the ending cash balance in your financial system, FFF.000.0000.0103.000.000 \$xx.xx. The ADE's term "Cash On Hand" is defined as the ADE disbursements received plus your amended county carryover less your total expenditures. The COH balance may be a negative or positive amount. Your interest earned monies is reported separately in the "Interest Earned" cell of the ADE Completion Report system. Any exceptional revenues (e.g., amended county carryover that was erroneously returned to the ADE and therefore could not be journaled into your grant fund account, un-amended prior year county carryover funds, refund from a prior year grant expense, etc.) are reported in the "Other" cell of the ADE Completion Report system. The "Other" cell includes negative and positive balance entries. A detailed description of the "Other" funds must be entered in the "Comments/Explanation of Other Funds" cell of the ADE Completion Report system in order for the ADE to determine their final disposition.